

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

15 October 1976

TO : All Agency Training Officers

SUBJECT: Agency Sponsorship at Local Colleges and Universities: 1977 Spring Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1977 Spring Semester must have approval by the Office of Training prior to registration. Those who desire a tuition advance should comply with the following schedule.

15 December 1976, Wednesday: Form 136, Request for Training at Non-Agency Facility, is due in OTR, Room 936, Chamber of Commerce Building. Employees whose requests are received after 15 December will be reimbursed upon submission of a tuition receipt and Form 264, Request for Reimbursement. Reimbursements must be approved and certified by the Office of Training.

6 January 1977, Thursday: Tuition advances will be disbursed in Room 1A-07, Headquarters between 1330 and 1500 hours. There will be no individual tuition advances issued after this date for part-time academic training except when strongly justified, and these must be endorsed by the Chief of Support of the sponsoring component. All other requests will be handled on a reimbursement basis. Accounting instructions will be given at that time.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., objective, cover status, approving signatures, certification of funds, and entrance-on-duty date. Also indicate whether the employee is a graduate, undergraduate, or special student and, where applicable, resident or nonresident of State.

Questions on this may be directed to the Office of Training, extension [REDACTED] STATINTL

NOTE: Requests for courses at colleges with registration dates prior to 6 January 1977 will be handled separately.

This schedule does not apply to the Agency Off-Campus Program.

1977 Spring Semester

SCHEDULE -- WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	8-12 November	17 January
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Catholic University</u>	7-10 January	12 January
<u>Federal City College</u>	17-21 January	24 January
<u>George Mason University</u>	18-20 January	24 January
<u>George Washington University</u>	3-14 January	17 January
Off-Campus (Consult Off-Campus Schedule)	3-14 January	
<u>Georgetown University</u>	10-11 January	12 January
<u>Howard University</u>	3-23 November	10 January
<u>Montgomery College</u>	18-19 January	24 January
<u>Northern Virginia Community College</u>	Anytime	27 January
<u>Prince George's Community College</u>	3-6 January	15 January
<u>University of Maryland</u>		
University College	10-11 January	12 January
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
Northern Virginia Regional Center	5-14 January	Week of 24 January
Agency Off-Campus Program	11-12 January	24 January
<u>U.S.D.A. Graduate School</u>	3-8 January	10 January